

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises the activities of a group of police officers on an assigned shift, performs difficult and complex clerical and communications work as assigned, and performs related work as required.

An employee of this class is responsible for the police work of subordinates on an assigned shift, or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or by their personal inspection. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers at work offering assistance, making suggestions, or giving instructions for better performance of their duties;

Conducts the primary investigation of major traffic violations and accidents;

Makes arrests and reviews arrests made by subordinates;

Ascertains that prisoners are properly booked and, if required, photographed and fingerprinted;

Operates communications system, keeps important records, prepares important and complex reports, and performs other police clerical work;

Attends training sessions as required.

Performs related work as required, directed or indicated.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in the class of Police Officer for a period of two (2) years immediately preceding the closing date for application to the board;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass a Civil Service examination testing aptitude for beginning work in the class.

Must have and maintain at all times a current, valid driver's license issued by the State of Louisiana.

Must have and maintain domiciliary residence within the Parish of St. Mary.

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